

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

Prices herein are net deducted

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: GSAAdvantage.gov

Financial and Business Solutions Services

FSC Class 520

Special Item Numbers

520-9

520-11

520-13

Contract Number

GS-23F-0153N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: February 14, 2008 – February 13, 2013



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Lanham, Maryland 20706

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Creating competitive advantage and growth through alliances, innovation and specialization



**Financial and Business Solutions Services
GS-23F-0153N**

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**Financial and Business Solutions Services
GS-23F-0153N**

Information for Ordering Activities

Customer Information

1a. Special Item Numbers:

520-9	Recovery Audits
520-11	Accounting
520-13	Complimentary Financial Management Services

1b. Identification of lowest hourly rate: See Price List

1c. Description of proposed services: A description of all corresponding commercial job titles, experience, functional responsibility and education is listed on page 5 of this price list.

2. Maximum Order: \$1,000,000.00 per sin

3. Minimum Order: \$300.00

4. Geographic Coverage: 48 contiguous states and District of Columbia

5. Point of Production: Lanham, MD

6. Discounts from List Prices: Net prices

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 30 days

9a. Notification of Government Purchase Cards Acceptance Below Micro-Purchase Threshold: Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Notification of Government Purchase Cards Acceptance Above Micro-Purchase Threshold: Government purchases cards are accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: As agreed upon with the agency.

11b. Expedited Delivery: As agreed upon with the agency;

- 11c. **Overnight and 2-day Delivery:** As agreed upon with the agency.
- 11d. **Urgent Requirements:** In accordance with the “Urgent Requirements” clause of IMRG, Inc.’s contract, agencies can contact IMRG, Inc. to effect a faster delivery.
12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address:** 4640 Forbes Boulevard
Suite 200
Lanham, Maryland 20706
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment Address:** 703 Amer Drive
Fort Washington, MD 20744
15. **Warranty provision:** IMRG, Inc. will meet the statement of work.
16. **Export packing charges:** Not applicable
17. **Terms and conditions of Government purchase card:** None
18. **Terms and conditions of rental, maintenance, and repair:** Not applicable
19. **Terms and conditions of installation:** Not applicable
20. **Terms and conditions of repair parts:** Not applicable
- 20a. **Terms and conditions of any other services:** Not applicable
21. **List of service and distribution points:** Not applicable
22. **List of participating dealers:** Not applicable
23. **Preventive maintenance:** Not applicable
- 24a. **Special attributes such as environmental attributes:** Not applicable
- 24b. **Section 508 Compliance:** Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. Full details can be found at www.imrg2000.com . EIT standards can be found at www.Section508.gov.
25. **Data Universal Number System (DUNS) number:** 009962911
26. **Notification regarding registration in Central Contractor Registration (CCR):** IMRG, Inc. is registered in the CCR database.



**Financial and Business Solutions Services
GS-23F-0153N**

Price List

**GSA Labor Categories and Hourly Rates
SINS: 520-9 520-11 520-13**

Labor Categories	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Project Manager	\$111.10	\$115.55	\$120.17	\$124.98	\$129.98
Senior Auditor	\$56.47	\$58.73	\$61.08	\$63.52	\$66.06
Senior Accountant	\$58.35	\$60.69	\$63.12	\$65.64	\$68.27
Functional Expert	\$75.31	\$78.32	\$81.45	\$84.71	\$88.10
Junior Auditor	\$34.78	\$36.17	\$37.62	\$39.12	\$40.68
Senior Manager	\$73.01	\$75.93	\$78.97	\$82.12	\$85.41
Clerk	\$26.16	\$27.20	\$28.29	\$29.42	\$30.60
Data Entry Clerk	\$20.87	\$21.71	\$22.58	\$23.48	\$24.42
Accountant Technician	\$30.11	\$31.31	\$32.56	\$33.87	\$35.22
Junior Accountant	\$59.81	\$62.20	\$64.69	\$67.28	\$69.97
Junior Financial Consultant	\$55.16	\$57.37	\$59.66	\$62.05	\$64.53
Senior Financial Consultant	\$122.57	\$127.48	\$132.58	\$137.88	\$143.39
Payroll Specialist	\$55.16	\$57.37	\$59.66	\$62.05	\$64.53
Staff Accountant	\$52.33	\$54.43	\$56.60	\$58.87	\$61.22



**Financial and Business Solutions Services
GS-23F-0153N**

Commercial Job Titles

Commercial Job Title: Project Manager

Minimum/General Experience: 10 years of IT experience. Two years of IT experience may be substituted for each year of degree-level education.

Functional Responsibility: Plans, directs and coordinates the acquisition and development of new business to an operational account stage for opportunities valued at more than one million dollars. Initiates, supports and participates in negotiations with prospective customer. Analyzes current situation and develops business plans, sales and strategy and targeted customer audience to achieve acceptance of new business opportunity. Determines customer requirements and translates these requirements into operational plans. Determines, monitors and reviews costs, operational budgets and schedules and staffing requirements for project team. Analyzes effects of project upon various operating and support areas, such as information processing/data centers, assembly and manufacturing, to determine the most practical and cost effective method to obtain the required resources. Provides guidance to project team and management in directing development of new applications and formulating contingency plans in areas such as schedule revisions, manpower adjustments, fund allocations, and work requirements. Provides guidance in strategic systems planning to project team and/or customer's team. May be responsible for preparing incoming management for transition from implementation to business operating stage.

Minimum Education: Bachelor's degree and/or 10 years of IT experience.

Commercial Job Title: Functional Expert

Minimum/General Experience: 2-4 years of related experience and/or training; or equivalent combination of education and experience.

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software.

Functional Responsibility:

Summary: Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system by performing the following duties.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

- Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements such as forms of data input, how data is to be summarized, and formats for reports.
- Writes detailed description of user needs, program functions, and steps required to develop or modify computer program.
- Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system.
- Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required.
- Prepares workflow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system.
- Conducts studies pertaining to development of new information systems to meet current and projected needs.
- Plans and prepares technical reports, memoranda and instructional manuals as documentation of program development.
- Upgrades system and corrects errors to maintain system after implementation.
- Assists Computer Programmer in resolution of work problems related to flow charts, project specifications, or programming.
- Prepares time and cost estimates for completing projects.
- Directs and coordinates work of others to develop, test, install, and modify programs.

Minimum Education: Fifth year college or university program certificate; or 2-4 years related experience and/or training; or equivalent combination of education and experience.

Commercial Job Title: Junior Accountant

Minimum/General Experience: Requires Bachelor's degree in Accounting or business or equivalent experience.

Functional Responsibility: Maintains records of routine accounting transactions. Assists in preparation of financial and operating reports including trial balances, adjustments and closing entries. May assist in analysis and interpretation of accounting records for use by management.

Minimum Education: Bachelor's Degree in Accounting or business or equivalent experience

Commercial Job Title: Senior Accountant:

Minimum/General Experience: 5 or more years experience.

Functional Responsibility: Established, interprets and analyzes complex accounting records of financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management.

Minimum Education: Bachelor's Degree in Accounting or Business.

Commercial Job Title: Senior Financial Consultant

Minimum/General Experience 4-6 years related experience.

Functional Responsibility: Analyzes complex financial data and compiles reports. Provides recommendations to management for establishing and achieving profit objectives. Assesses alternatives and overall financial performance to suggest appropriate course of action. May train or mentor junior staff.

Minimum Education: Four year degree and 4-6 years relevant experience.

Commercial Job Title: Clerk

Minimum/General Experience: six months in related field.

Functional Responsibility:

Summary: Provides business office clerical assistance by performing the following duties.

- Writes, types, or enters information into computer to prepare correspondence, bills statements, receipts, checks, or other documents, copying information from one record to another.
- Proofreads records or forms.
- Counts, weighs, or measures material.
- Sorts and files records.
- Receives money from customers and deposits money in bank.
- Addresses envelopes or packages.
- Stuffs envelopes by hand or with envelope stuffing machine.
- Answers telephone, conveys messages, and runs errands.
- Stamps, sorts, and distributes mail.
- Stamps or numbers forms by hand or machine.
- Photocopies documents.

Minimum Education: High school diploma or GED equivalent:

Commercial Job Title: Data Entry Clerk

Minimum/General Experience: Six months of experience in clerical and or administrative duties.

Functional Responsibility: Coordinates the work flow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for date entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing; performs related clerical duties.

Minimum Education: High School Diploma.

Commercial Job Title: Senior Manager

Minimum/General Experience: One to two years related experience and/or training combination of education and experience. Must have progress management experience, experience with managing major projects, and proven managing a team of ten (10) or more subordinates. CPA is a plus.

Functional Responsibility:

Summary: Must be able to travel within the United States and abroad. Must have good database management/development and PC skills.

Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within pre frame and funding parameters by performing the following duties personally or through subordinate supervisors:

- Essential duties and responsibilities include the following. Other duties may be assigned.
- Reviews projects proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and all available resources to various phases of project.
- Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment for project personnel.
- Confers with project staff to outline workplan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Prepares project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities with activities of government regulatory or other governmental agencies.
- Develop and present annual employee performance evaluations.
- Develop and provide employee development.
- Coach and provide employee development.

Supervisory Responsibilities: Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraise performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to essential functions.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to prepare report, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups or managers, customers, and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills: To perform this job successfully, an individual should knowledge of Accounting software; Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

Minimum Education: Bachelor's Degree in Accounting or related field from four-year college or university.

Commercial Job Title: Senior Auditor

Minimum/General Experience: Four (4) years total work experience in accounting/auditing; or two(2) year total work experience performing participant data audits and plan asset audits for defined benefit plans.

Working knowledge of ADP applications, including spreadsheets and word processing. Demonstrate ability to communicate effectively with all levels of personnel both orally and in writing, and demonstrate an understanding of the importance of excellent Customer Service.

Functional Responsibility:

Summary: Examines and analyzes accounting records to determine financial status of organization and prepares financial reports concerning operating procedures by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Performs a variety of tasks related to the auditing of pension plan assets.

- Performs a variety of tasks related to the reconstruction of data where pension plan records are missing or incomplete.
- Prepares detailed audit reports that include documented findings and conclusions for Plan Asset, Plan Document, Source Document and Participant Data Audits.
- Conducts in-house operations reviews in accordance with quality review plan to ensure compliance with laws, policies and procedures.
- Determine population of pension plan participants at date of plan termination; builds participant database from source records using data elements as provided by client.
- Reviews computer-generated reports to determine if accepted accounting procedure was followed in recording transactions.
- Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds.
- Establishes guidelines for discovering and preventing fraud.
- Establishes and maintains client relationships.
- Travel to location of participant files to secure records needed for benefit administration.
- Perform record retrieval functions, pulling and sorting through documents.

Minimum Education: Bachelor's Degree in Accounting.

Commercial Job Title: Junior Auditor

Minimum/General Experience: Bachelor's Degree in Accounting, working knowledge of ADP application.

Functional Responsibility: Performs variety of tasks related to the auditing of plan assets. Performs a variety of tasks related to the reconstruction of data where plan records are missing or incomplete.

Prepares detailed audit reports that include documented findings and conclusions for the following:

1. Plan Asset Audit
2. Plan Document Audit
3. Source Document Audit
4. Participant Data Audit

Minimum Education: Bachelor's Degree in Accounting.

Commercial Job Title: Staff Accountant

Minimum/General Experience: One two-years related experience and/or training combination of education and experience.

Functional Responsibility:

Summary: Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

Essential duties and Responsibilities include the following. Other duties may be assigned.

- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Distributes expenditures, encumbrances, receipts, and receivable according to schedules.
- Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Determines proper handling of financial transactions and approves transactions within designated limits.
- Monitors compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.
- Devises and implements system for general accounting.
- Makes recommendations regarding the accounting reserves, assets, and expenditures.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Collects appropriate data and prepares federal, state and local reports and tax returns.

Minimum Education: Bachelor's Degree in Accounting or related field from four-year college or university.

Commercial Job Title: Accounting Technician

Minimum/General Experience: One to two years related experience and/or training; or equivalent combination of education and experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Responsibility:

Summary: Devises and installs special accounting systems and related procedures by performing the following duties.

Essential Duties and Responsibilities: (Other duties may be assigned.)

- Conducts survey of operations to ascertain needs of organization.
- Designs and executes administrative and financial systems process improvements.
- Sets up classification of accounts and organizes accounting procedures and computer hardware and software systems.
- Devises forms and prepares manuals required to guide activities of bookkeeping and clerical personnel who post data and maintain databases.

- Adapts conventional accounting and record-keeping functions to computerized accounting processes.
- Assists in budgeting and cost management.
- Evaluates performance and supervises cost management.
- Works with management in strategic planning and new product development.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups to managers, clients, customers, and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software.

Minimum Education: Bachelor's degree (BA) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Commercial Job Title: Payroll Specialist

Minimum/General Experience: 2-4 years payroll or related experience.

Functional Responsibility: Computes and disburses wages and salaries, deductions, taxes and other withholdings. Posts payroll data and prepares routine reports and/or payments to government agencies, insurance companies and others. Calculates and processes special checks, reviews, edits and makes corrections and adjustments as needed.

Minimum Education: Bachelor degree in Accounting.

Commercial Job Title: Junior Financial Consultant

Minimum/General Experience: 0-3 years of experience in the field or in a related area.

Functional Responsibility: Responsible for conducting competitive financial projects and statistical studies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree in Accounting or Finance.



**Financial and Business Solutions Services
GS-23F-0153N**

Description of SINS

SIN 520-9 RECOVERY AUDITS

IMRG, Inc. shall provide recovery audit services to identify overpayments made by Federal agencies/organizations with respect to vendors and other entities in connection with payment activity. This may include but is not limited to the following:

- Identify overpayments
- Recover overpayments
- Identify and recover third-party liabilities
- Recover disability payments
- Recover health care costs

SIN 520-11 ACCOUNTING

IMRG, Inc. shall provide accounting services. This may include but is not limited to the following:

- Analyze, process, and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness

SIN 520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

IMRG, Inc. shall provide complementary financial management services. This may include but is not limited to the following:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis
- Develop new reporting formats and pro-forma financial reports

- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- Perform economic and regulatory analyses
 - Develop methods for analyzing costs, benefits and impacts of regulations and policies
 - Collect data and prepare Information Collection Requests for approval by OMB
 - Conduct exposure and risk analyses
 - Develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations
- Perform actuarial services and/or actuarial data analysis services
 - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
 - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
 - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or underfunded
- Assist with quality assurance efforts



Financial and Business Solutions Services GS-23F-0153N

Why Choose IMRG, Inc.?

IMRG, Inc. founded in April of 1997, is a woman-owned minority business. IMRG, Inc. is a professional outsourcing firm specializing in financial, information technology, benefits administration and business support services. Our senior management is experts in the highly technical and specialized fields of pension benefit administration, accounting, auditing and actuarial services

IMRG, Inc. offers service-oriented solutions that allow our clients to improve their organizational focus. Service-oriented solutions that offload the daily management of core business functions and allow our clients to concentrate on the aspects of their business that increase revenues and enhance customer and employee satisfaction. We employ a uniquely qualified staff who are experts in their fields and who keep up to date with changes in the marketplace, keeping our clients on the leading edge. IMRG, Inc. offers customized service packages that provide a seamless integration with our clients current systems. IMRG, Inc. offers unique partnership — utilizing our resources to enhance our clients business through collaborative needs assessments and solution development.

MISSION STATEMENT

IMRG, Inc.'s mission is to become a recognized leader in management and personnel integration outsourcing in both the public and private sectors. Our goal is to incorporate innovative management solutions into existing systems to maximize effectiveness and efficiency. Our professional staff utilizes a consultative approach and sound management resources to form strategic alliances with federal agencies and private companies.



**Financial and Business Solutions Services
GS-23F-0153N**

Office Locations

Our corporate office is located in Lanham, Maryland. This location is convenient to government and commercial clients throughout the Washington, D.C. metropolitan area. We are within fifty minutes of Baltimore, Maryland and the technology corridor of Northern Virginia. Our California regional office is located in Ceres, California. The office is within one hour of the bay area and Silicon Valley. Our service efforts expand beyond the metropolitan area through partnering relationships with companies throughout the United States.

**IMRG, Inc. Corporate Office
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